



## **Employment Opportunity**

**#WE-CAS-M-23-09**

Salary \$59,613-\$72,258 (MGT Payband 3)

(2) Vacancies

Approx. 12-18 mos each

Windsor Office

Posted Internally & Externally

The Windsor-Essex Children's Aid Society was established as a not-for-profit charitable organization, mandated under the *Child, Youth and Family Services Act* of Ontario, focusing on the well-being and protection of children.

The Windsor-Essex Children's Aid Society acknowledges the legacy of colonialization in child welfare which has led to the continued overrepresentation of Indigenous, First Nations & Metis (FNIM), and Black, African, Canadian & Caribbean (BACC) children, youth and families receiving our services. This continues to mean that FNIM and BACC children, youth and families are receiving services at rates disproportionate to other groups in our community and province.

As we strive to place cultural humility at the center of our service delivery and provide more culturally relevant, inclusive and intersectional service to our community, we encourage those from equity seeking groups including FNIM persons, members of racialized groups (e.g., BACC), persons with disabilities and persons of diverse gender identities, gender expressions and sexual orientations to express interest in employment.

We are currently seeking forward thinking leaders who believe in and are committed to our organization's core values, which focuses on the Safety and Wellbeing of the children and youth in the following position:

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**Child & Family Access Supervisor (#WE-CAS-M-23-09 – approx. 12mos):** As a member of the management team, under the general supervision of the Child & Family Access Program Manager, this position is responsible to logistically coordinate and supervise a team of support workers, as well as oversee the day-to-day operations of the Child & Family Access (C&FA) Program.

In addition to supervising a support team, this role is also responsible for creating and implementing a smooth functioning service schedule. This work entails coordinating with the Department Manager and Case Managers to develop a weekly schedule, by pairing staff with work assignments. Attention to detail is key when reviewing and adjusting the schedule.

The C&FA Program is responsible for a range of agency based and community parenting time for families we serve. This role provides rotating coverage over (3) shifts which will include: Monday – Friday 9:00am-4:30pm; Tuesday – Friday 9:00am-4:30pm, and Saturdays 9:00am-5:00pm; and Monday – Friday 12:30pm-8:00pm

Qualifications: Applicants should have a post-secondary education in Social Service, Child & Youth Support and/or Bachelor of Social Work, or equivalent, *and* have a minimum of 2-4 years of progressive leadership and supervisory experience. Alternatively, applicants may have multi-dimensional scheduling experience or Manufacturing Applications Certificate, combined with a post-secondary education in a related field.

Other skills and experience that will aid in the incumbent's success include, experience working in a unionized environment, scheduling/employee payroll software, Health & Safety knowledge, and an advanced applied level of computer literacy.

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We invite qualified applicants to apply in confidence, by sending a PDF version of their combined cover letter and updated resume (as 1 attachment) to [wecas.careers@wecas.org](mailto:wecas.careers@wecas.org), referencing the competition number **#WE-CAS-M-23-09 – Child & Family Access Supervisor** in the subject line no later than **4:30 p.m. on October 10, 2023.**

Individuals that do not have access to email may fax their cover letter and resume to the confidential fax number 519-971-0339.

*Candidates that may require accommodation(s) throughout the recruitment and assessment process must inform us of the nature of the accommodation(s) to ensure your equal participation.*